

Cover Letter for Documents to be Certified

If you are sending documents to the Office of the Secretary of State for certification, you may want to print the following cover letter, fill it in and send it with your documents to make certain that you have included all necessary material. That material must include:

1. The documents
2. A check or money order made out to the Secretary of State for the total amount due (\$5.00 per document)
3. A note telling us which country the documents will be used in
4. A stamped self-addressed envelope in which to return the documents (you may send an envelope for expedited mail, such as Fed Ex, with a prepaid air bill)

Mailing Address

Certifications Desk, Office of the Secretary of State, 16 Francis St., 1st Floor, Annapolis MD 21401

To: Certification Desk - Office of the Secretary of State

From:

Date:

Address:

Daytime Telephone Number or e-mail address:

Country Documents Will be Used In:

Number of Documents:

Amount Enclosed (the charge is \$5.00 per document)\$

Notes or Special Instructions: